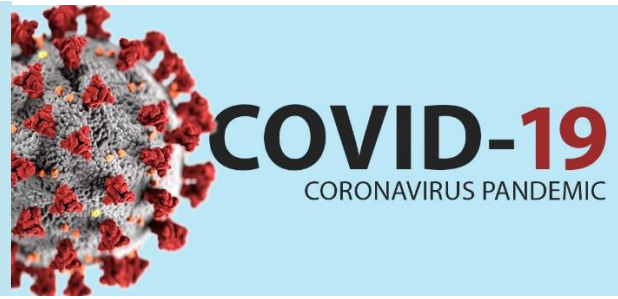


Frequently Asked Questions (FAQ's)

Updated 8/03/20



Families First Coronavirus Response Act

The Federal Government passed the Families First Coronavirus Response Act, which is effective April 1, 2020 through December 31, 2020, to help employees and business facing challenges related to the COVID-10 pandemic. Click here for a Fact Sheet provided by the Department of Labor:

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

As an employee, how much will I be paid while taking paid sick leave or expanded family and medical leave under the FFCRA?

It depends on your normal schedule as well as why you are taking leave.

If you are taking paid sick leave because you are unable to work or telework due to a need for leave because you :

- (1) are subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- (2) have been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or
- (3) are experiencing symptoms of COVID-19 and are seeking medical diagnosis, you will receive for each applicable hour the greater of:
 - **your regular rate of pay**, or
 - the federal minimum wage in effect under the FLSA, or
 - the applicable State or local minimum wage. In these circumstances, you are entitled to a maximum of \$511 per day, or \$5,110 total over the entire paid sick leave period.

If you are taking paid sick leave because you are:

- (1) caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- (2) caring for your child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons; or
- (3) experiencing any other substantially-similar condition that may arise, as specified by the Secretary of Health and Human Services, **you are entitled to compensation at 2/3 of the greater of the amounts above.**

Under these circumstances, you are subject to a maximum of \$200 per day, or \$2,000 over the entire two-week period.

If you are taking expanded family and medical leave, you may take emergency paid sick leave for the first ten days of that leave period, or you may substitute any accrued vacation leave, personal leave, or medical or sick leave you have under your employer's policy. For the following ten weeks, you will be paid for your leave at an amount no less than 2/3 of your regular rate of pay for the hours you would be normally scheduled to work. The regular rate of pay used to calculate this amount must be at or above the federal minimum wage, or the applicable state or local minimum wage. However, you will not receive more than \$200 per day or \$12,000 for the twelve weeks that include both emergency paid sick leave and expanded family and medical leave when you are on leave to care for your child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons.

Time Off and Compensation

As an employee, how much will I be paid while taking Emergency Paid Sick Leave (EPS) under Temporary County Policy 02-2020?

It depends on your normal schedule as well as why you are taking leave.

If you are taking EPS because you are unable to work or telework due to a need for leave because you (1) are subject to a Federal, State, or local quarantine or isolation order related to COVID-19; (2) have been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or (3) are experiencing symptoms of COVID-19

and are seeking medical diagnosis, you will receive your regular rate of pay (but in no circumstance less than minimum wage) for each applicable hour.

In these circumstances, you are entitled to a maximum of \$511 per day, or \$5,110 total over the entire paid sick leave period.

If you are taking EPS because you are: (1) caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; (2) caring for your child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons; or (3) experiencing any other substantially-similar condition that may arise, as specified by the Secretary of Health and Human Services, you are entitled to compensation at 2/3 of your regular rate of pay.

In these circumstances, you are subject to a maximum of \$200 per day, or \$2,000 over the entire two-week period.

May I take 80 hours of EPS for my self-quarantine and then another amount of EPS for another reason provided under the Emergency Paid Sick Leave Act?

No. You may take up to two weeks—or ten days (80 hours for a full-time employee, or for a part-time employee, the number of hours equal to the average number of hours that the employee works over a typical two-week period) of EPS for any combination of qualifying reasons. However, the total number of hours for which you receive EPS is capped at 80 hours under the Emergency Paid Sick Leave Act.

If I am home with my child because his or her school or place of care is closed, or child care provider is unavailable, do I get EPS, Emergency Family and Medical Leave (EFML), or both—how do they interact?

You may be eligible for both types of leave, but only for a total of twelve weeks of paid leave. You may take both EPS and EFML to care for your child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons. The Emergency Paid Sick Leave Act provides for an initial two weeks of paid leave. This period thus covers the first ten workdays of EFML, which are otherwise unpaid under the Emergency and Family Medical Leave Expansion Act unless you elect to use existing accrued leaves. After the first ten workdays have elapsed, you will receive 2/3 of your regular rate of pay for the hours you would have been scheduled to work in the subsequent ten weeks under the EFML.

Please note that you can only receive the additional ten weeks of EFML to care for your child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons.

What is the definition of a child care provider, for purposes of EFML?

A “child care provider” is someone who cares for your child. This includes individuals paid to provide child care, like nannies, au pairs, and babysitters. It also includes individuals who provide child care at no cost and without a license on a regular basis, for example, grandparents, aunts, uncles, or neighbors.

Is all leave under the FMLA now paid leave?

No. The only type of family and medical leave that is paid leave is EFML when such leave exceeds ten days. This includes only leave taken because the employee must care for a child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons.

If you are taking EFML, you may take EPS for the first ten days of that leave period, or you may substitute any Annual Leave, Sick Leave, compensatory leave or accrued holiday leave. Eligible employees may also use CAT leave during this time, however this option ends on December 31, 2020. For the following ten weeks, you will be paid for your leave at an amount no less than 2/3 of your regular rate of pay for the hours you would be normally scheduled to work. However, you will not receive more than \$200 per day or \$10,000 for the ten weeks of EFML when you are on leave to care for your child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons.

If I am using EPS or EFML and am receiving less than my full paycheck due to the daily and aggregate limits, can I also use other accrued leave types to keep my paycheck whole?

No.

How do I request EPS?

Notify your supervisor of your need and specific reason for leave for EPS as soon as practicable. You must provide documentation in support of the reason(s) for the leave, including why you are unable to work or telework.

How do I request EFML?

Complete the Request for Emergency Family Medical Leave (COVID-19) form available on the CountyNet, obtain your supervisor's signature and submit to Human Resources. You must also submit documentation to support your request for leave, including why you are unable to work or telework.

How do I know whether I have "been employed for at least 30 calendar days by the employer" for purposes of expanded family and medical leave?

You are considered to have been employed by your employer for at least 30 calendar days if your employer had you on its payroll for the 30 calendar days immediately prior to the day your leave would begin. For example, if you want to take leave on April 1, 2020, you would need to have been on your employer's payroll as of March 2, 2020.

If you have been working for a company as a temporary employee, and the company subsequently hires you on a full-time basis, you may count any days you previously worked as a temporary employee toward this 30-day eligibility period.

What is the definition of a child care provider, for purposes of EFML?

A **"child care provider"** is someone who cares for your child. This includes individuals paid to provide child care, like nannies, au pairs, and babysitters. It also includes individuals who provide child care at no cost and without a license on a regular basis, for example, grandparents, aunts, uncles, or neighbors.

How does my time get coded in the Novatime timekeeping system?

Only supervisors have been given access to the codes necessary to use leave time in accordance with the Emergency Family and Medical Leave Expansion Act Policy 01-2020 and Emergency Paid Sick Leave Act Policy 02-2020. Supportive documentation is required to utilize EPSL and EFML.

For EFML: On the applicable employee's timesheet in Novatime:

- **Select Pay Code 602 C19 FMLA** from the drop down. Fill in the applicable date and hours (in Reg column) just as you would any other leave time.

For EPS: On the applicable employee's timesheet in Novatime:

- **Select Pay Code 600 C19 SICK 100 or 601 C19 SICK 67** from the drop down, depending on whether the employee qualifies for sick leave paid at 100% or paid at 67% (2/3 the employee's regular rate of pay). Fill in the applicable date and hours (in Reg column) just as you would any other leave time. These two pay codes reduce the C19 Sick balance shown in the Accrual Summary section at the bottom of the timesheet.

Is Arizona's Stay at Home Order, which went into effect on March 30, 2020, considered a "Federal, State or Local quarantine or isolation order related to COVID-19" for purposes of using EPS?

No.

Do I need a doctor's note to return to work if I tested positive for COVID-19?

Yes.

Workers' Compensation

If I am ill and believe I contracted COVID-19 at work, am I eligible for worker's compensation?

Generally, no. The virus is considered more of a public health issue and would not be covered even if the employee feels they may have contracted the virus from a co-worker. HOWEVER, there are exceptions:

- **Jail:** If there is an outbreak of the virus among inmates and a county employee contracts the virus as a result, it would be covered under workers' compensation.
- **Public Health:** If employees are exposed to the virus due to handling samples, testing, or assessing known virus patients, it would be covered under workers' compensation.
- **Sheriff:** If Deputies are involved with transporting a known patient or responding to a call of a known patient, it would be covered under Workers' Compensation.

Workers' compensation will cover an employee if their job requires them to be in a known situation where they are at risk for contracting the virus. Contracting the virus from a co-worker or at a work meeting would not be considered covered under workers' compensation.

Work Environment

I suspect a colleague may be sick with COVID-19. What should I do?

- To prevent stigma and discrimination in the workplace, do not make determinations of infection risk based on race or country of origin, and be sure to maintain confidentiality of people with a confirmed COVID-19 infection.
- If you suspect a colleague is exhibiting the signs and symptoms such as fever, coughing and shortness of breath while performing their essential job duties at a city location or within the community, please report it to your supervisor. Please refrain from gossip.

What should I do if my employee comes in sick?

It is critical that employees do not report to work while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Currently, the Centers for Disease Control and Prevention recommends that employees remain at home until at least 24 hours after they are free of symptoms and fever, without the use of fever-reducing medications (100 degrees F or 37.8

degrees C or higher). Employees who report **to work ill will be sent home.**

During a pandemic, may an ADA-covered employer take its employees' temperatures to determine whether they have a fever?

Yes. Because the CDC and state/local health authorities have acknowledged community spread of COVID-19 and issued attendant precautions as of March 2020, employers may measure employees' body temperature. As with all medical information, the fact that an employee had a fever or other symptoms would be subject to ADA confidentiality.

What should I do if an employee tests positive for the Coronavirus?

Report all positive cases to Risk Management immediately. The employee should be sent home or remain at home if already there. Identify employees with whom the employee has had close contact with recently, and encourage them to get tested, and self quarantine until they receive their test results. **Employees must present a note from a healthcare professional indicating that the employee is no longer required to self-quarantine due to COVID-19 and indicating that the employee may return to work.**

Who is considered a close contact to someone with COVID-19?

Per the CDC, **a close contact is defined** as anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated.

May a supervisor require employees who have been away from the workplace due to a positive test for COVID-19 to provide a doctor's note certifying fitness to return to work?

Yes.

When may an employee return to work after testing positive for COVID-19?

If the employee never developed symptoms: Employee should isolate for 10 days from when the specimen was collected.

If the employee tested positive and is experiencing symptoms: Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days* have passed since symptom onset **and**
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and**
- Other symptoms have improved.

Safe Practices

What can I do to help slow the spread of COVID-19?

Maintain social distancing: Maintain at least (6 feet) distance between yourself and others.

Why? When someone coughs or sneezes they spray small liquid droplets from their nose or

mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the disease.

Avoid touching eyes, nose and mouth:

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.

Practice respiratory hygiene:

Wear a mask when you cannot social distance.

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.

Why? Droplets spread virus. By following good respiratory hygiene you protect the people around you from viruses such as cold, flu and COVID-19.

If you have fever, cough and difficulty breathing, seek medical care early:

Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority.

Why? National and local authorities will have the most up to date information on the situation in your area. Calling in advance will allow your health care provider to quickly direct you to the right health facility. This will also protect you and help prevent spread of viruses and other infections.

If you are sick:

- If you're sick, you must stay home!
- If you believe you have been exposed to COVID-19, you are exhibiting symptoms or you generally feel ill (related to COVID-19 or not), you must not come to work.
- Call your primary care physician if:
 - ◇ If you are feeling ill, call your primary care physician first.
 - ◇ If you are severely ill and need to go to the hospital, make sure to call ahead to tell them you have or may have COVID-19 before leaving your home. Your primary care physician, urgent care and the hospital emergency room need to know you are coming so that they can protect other patients.

Remote work arrangements:

Telework is encouraged at this time. Each department head will determine what staff can or should work from home. Please talk to your supervisor if you have questions.

Health Resources and Guidelines

I am enrolled in the county's medical benefits. What resources are available to me?

Yavapai Combined Trust:

- Our health provider (YCT) will cover COVID-19 testing like a preventative benefit, waiving co-pays, deductibles and co-insurance. If you suspect you may be infected, please contact your Primary Care Physician to request a test.
- You may call Summit at (888) 690-2020 for one-on-one direct access to assistance.
- OptumRX members with active eligibility may obtain an early refill of their prescription medications if they have refills remaining on file at a participating retail or mail-order pharmacy.
- TeleHealth: For minor medical conditions that are not life-threatening such as colds and flu, or behavioral health issues such as anxiety or depression, try **Teledoc** instead of the emergency room, urgent care or doctor visit.
 - ◇ **Teledoc** provides you with 24/7/365 access to board-certified primary care doctors and pediatricians using your phone, tablet or computer. Counseling with licensed therapists and psychiatrists is available via appointment.
 - ◇ No cost to Premier or Basic Plus Plan members.
 - ◇ There is a \$49.00 reimbursable copay for HDHP members.
 - ◇ Set up your account by visiting www.summit-inc.net.

Are there mental health resources available to employees who are not enrolled in the county's medical plan?

Employee Assistance Program (EAP):

- This program is no cost to employees, offering employees and their family members assistance with overcoming stress and crisis at home or at work, depression, anxiety and other issues that may be triggered by COVID-19.
- Receive six free confidential counseling sessions per issue, per year.
- For more information, visit Jorgensen Brooks Group at www.jorgensenbrooks.com or call (888) 520-5400.